



## POSITION DESCRIPTION

### CONCRETE OPERATOR

<b>Department:</b>	<b>Technical Services</b>
<b>Reports to:</b>	<b>Concrete Crew Leader</b>
<b>Location:</b>	<b>Dunedoo Depot</b>
<b>Grade:</b>	<b>4</b>

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#### COUNCIL OVERVIEW

Warrumbungle Shire is a local government area in the central western region of New South Wales. The shire is also a meeting place for the nations of our traditional owners and custodian of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. Also the nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

#### COUNCIL VALUES

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

#### PRIMARY PURPOSE OF THE POSITION

To work under the supervision of the Concrete Crew Leader to ensure the efficient and effective construction and maintenance of concrete structures.

#### KEY ACCOUNTABILITIES

- 1 Pour, screed and finish concrete to an acceptable standard
- 2 Set levels and construct formwork for a variety of concrete construction projects including roads, footpaths, kerb and gutters and vehicular crossings
- 3 Apply construction techniques for laying and joining of pre-cast concrete pipes, culverts and associated drainage structures
- 4 Competently use plant, including small plant and equipment such as backhoe, jackhammers and concrete saws
- 5 Ensure all small plant is adequately maintained and serviced
- 6 Read plans and set levels
- 7 Install guardrail
- 8 Check for underground services and utilities before commencing site works

- 9 Fulfil the role of Crew Member by:
- Ensuring correct and adequate roadworks signage is installed and maintained
  - Ensure timesheets and plant returns are accurately completed on a daily basis
  - Ensure all work records are accurately recorded
  - Contribute to sites being maintained in a safe, clean and proper manner
  - Ensure that the plant is correctly maintained
  - Ensure all plant defects are recorded and promptly notified to workshop
  - Ensuring correct and adequate roadworks signage is installed and maintained
  - Undertake traffic control duties as required
  - Undertake general labouring duties as required

**This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.**

### **ESSENTIAL REQUIREMENTS**

- Commitment to Council's Mission, Values and Code of Conduct
- Understanding of work health and safety (WHS) in the workplace and commitment to:
  - a positive contribution to WHS in the workplace
  - compliance with Council and legislative requirements
- Minimum two years' concreting experience
- Backhoe Operator Ticket/Verification of Competency and demonstrated ability to competently operate backhoe in a variety of tasks
- OHS Construction Induction Certificate ("white card")
- Class MR driver's licence
- Traffic Controller Ticket (Stop/Slow Bat)
- Ability to use small plant and equipment such as jackhammers and concrete saws
- Sound oral and written communication skills
- Demonstrated reliability and punctuality
- Demonstrated ability to work as part of a team

### **DESIRABLE REQUIREMENTS**

- Certificate III Concreting or equivalent relevant qualification
- Excavator ticket / Verification of Competency and demonstrated ability to competency operate excavator to achieve outcomes
- Handling Hazardous Substances training and/or Chemical Handling Certificate
- Experience in grave digging and/or Safe Grave digging training
- Current Confined Spaces training
- Understanding of Equal Employment Opportunity in the workplace

### **CONDITIONS OF WORK**

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

### **Hours of Work**

Council's outdoor staff normally work a 38 hour week:

Week 1 -           7.30 am – 4.30 pm Monday – Thursday  
                      7.30 am – 4.00 pm Friday

Week 2 -           7.30 am – 4.30 pm Tuesday – Friday

For works located 3 km or more from the depot, staff may be required to start on the job (ie be at the work site rather than the depot at the starting time). Staff may also be required to finish on the job (ie at the work site).

A ten minute break (paid) is provided for morning tea and half an hour (unpaid) for lunch.

Council operates a 9-day fortnight with one rostered day off per two weeks. Employees are entitled to four weeks annual leave and fifteen days sick leave per annum. After one year of employment female employees are entitled to nine weeks paid maternity leave.

### **Progression**

Salary progression is based on a competency assessment document. Assessments are conducted after six months employment and thereafter annually on 1 August or on request.

### **Superannuation**

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

### **Training**

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

### **Smoke-Free Workplace**

Council's workplaces and vehicles are smoke-free zones. Yuluwirri Kids Preschool and Long Day Care Centre is smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

### **Council Induction**

Before commencing duties all workers must complete a Council induction.

### **Health Monitoring**

This position has the following health monitoring requirements as part of Council's Health Monitoring Procedure and WHS requirements.

#### **Hepatitis A/B**

##### *Pre-employment*

Blood test for immunity. Immunisation if required, followed by blood test within 12 months and further booster if recommended by medical practitioner.

#### **Hearing**

##### *Pre-employment*

- Audiometric testing within three months of commencement

##### *Every two years*

Audiometric testing

## **Camera surveillance and global positioning system (GPS) tracking**

### ***Reason for Surveillance***

Council recognises its obligations to ensure, where reasonably practicable, the provision of a safe and healthy workplace for its workers and others. Technological advances now mean that most mobile devices (including but not limited to phones, tablets and notebook computers) have camera, computer and tracking surveillance functionality. Council in the course of its business uses these devices. Individual workers have similar capabilities with a Council supplied device or their personal mobile device.

Council utilises surveillance and global positioning (GPS) tracking to:

- help provide protection to Council workers and members of the public
- help provide protection and security of Council assets
- improve service delivery
- optimise fleet operations

### **Types of Surveillance**

Types of surveillance will include:

- camera surveillance at Council facilities
- global positioning system (GPS) tracking on Council plant
- duress devices for staff working in isolation

### **How surveillance will be carried out**

Warrumbungle Shire Council will be carrying out camera surveillance and global positioning (GPS) tracking in the following ways:

- Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Areas which have camera surveillance will be identified by the following sign:



Global positioning system (GPS) tracking has been, or may be, installed, in:

- commuter use vehicles
- plant and trucks
- small plant
- general fleet and leaseback vehicles

All vehicles and plant with global positioning system (GPS) tracking installed will have the following sticker attached:



Camera surveillance and global positioning (GPS) tracking will be continuous and ongoing.